



Town of Buena Vista

P.O. Box 2002

Buena Vista CO 81211

Phone: (719)395-8643

Fax: (719)395-8644

SPECIAL REVIEW SIGN APPLICATION

Name of Applicant _____

Property Address _____ Phone # _____

Name of Applicant/Authorized Agent: _____

Mailing Address _____ Phone # _____

City _____ State _____ Zip _____

Name of Property Owner(s): _____

Address _____ Phone # _____

City _____ State _____ Zip _____

Zone District _____

(If the Development consists of more than one property owner, list additional information and attach to this application)

Type of Special Review Sign:

- ☐ Off Premise
- ☐ Exterior Wall or Roof Murals
- ☐ Roof sign
- ☐ Sign Painted on a Wall
- ☐ Neon sign
- ☐ Statuary Sign
- ☐ Animated and Moving Sign
- ☐ Backlit and Internally Illuminated Sign
- ☐ Other

Be sure to review the sign allowances attached to this application.

ATTACH THE FOLLOWING FOR REVIEW:

- ☐ Scaled drawing of the approved site plan showing the location of buildings, parking areas, driveways and landscaped areas with distances from property lines clearly shown.
- ☐ Drawing of each building elevation showing existing and/or proposed signage.
- ☐ Lighting method for all signage; or original approved comprehensive sign plan with proposed revision
- ☐ Dimensions or sign area allowance for each individual tenant space
- ☐ Type, number and, size of signage (free standing, monument, projecting, etc.)
- ☐ Written presentation of paint color and materials or samples; or original approved comprehensive sign plan with revision.

STATEMENT OF CONFORMITY: As undersigned property owner or authorized agent, I am applying for a Comprehensive Sign Plan to be administered by the Town Of Buena Vista. I understand that all signs installed on the above referenced property shall conform to the approved sign plan and that permits will be obtained and inspection performed as required for each sign.

Applicant's Signature

Date

Owner's Signature

Date

OFFICE USE ONLY:

Fee Paid (\$50)_____

Date Submitted: _____Received By:_____

P&Z Date:_____ Approved/Denied/Conditionally Approved (circle one)

Maximum Sign Allowances: In the B-1 zone districts, no use by right on a property shall have more than two signs with a maximum sign area of 40 square feet. In the B-2 and I-1 zone districts, no use by right on a property shall have more than two signs with a maximum sign area of 72 square feet. Variations from these limits may be permitted with the approval of a Comprehensive Sign Plan by the Planning and Zoning Commission.

Zone District	Sign Type	Number	Area	Height
B-1	Wall	1 per street frontage	24 square feet	Cannot project above roofline
	Projecting	One	6 square feet	Min. 8 ft. above ground, Max. 11 feet above ground
	Awning, Canopy, or Marquee Sign	Counted toward total Wall Sign max.	Counted toward total Wall Sign max.	Min. 8 feet above ground
	Portable A-frame, Sandwich Board, Portable Menu Boards, Wheeled Signs	One	12 sq. ft. (3' x 4') Portable (excludes structural components)	NA
			Menu Boards- 20 sq. ft. (4' x 5')	NA
B-2, I-1	Wall	One per street frontage	24 square feet	Min. 10 feet above ground, Max. 20 feet above ground
	Projecting	Not Allowed	Not Allowed	NA
	Free Standing	One	24 square feet	Min. 10 feet above ground, Max. 20 feet above ground
	Service Station	One price sign per street front	9 square feet	NA
		"Self/Full Serve"- One per each pump island	3 square feet	NA
	Awning, Canopy, or Marquee Sign	Counted toward total Wall Sign Max.	Counted toward total Wall Sign Area	Min. 8 feet above ground.
	Portable A-frame, Sandwich Board, Portable Menu Boards, Wheeled Signs	One	12 sq. ft. (3' x 4') Portable Signs. (excludes structural components)	NA
			Menu Boards- 20 sq. ft (4' x 5')	NA
	Drive-Through Menu Boards	One	20 square feet	7 feet
R-1, R-2, R-3	Home Occupation Sign	One	2 square feet	NA
	Free Standing	One per Subdivision Entrance	24 square feet	Min. 10 ft. above ground, Max 20 ft. above ground